



Professional Development Committee

Monday, February 8, 2016

10:00 am – 11:30 pm

Room L137

AGENDA

- Approval of the Agenda
- Approval of 12/11/15 minutes
- Budget Update / Outstanding Balances
 - Darrick Smith \$3500
 - Maritez Apigo \$400
 - Workshop Proposals \$200 each
 - Marco Polo Catering
 - Kim's Catering (extra 70 sandwiches?)
 - Others?
- Revisit PD Goals / Prioritization of resources
 - Purchasing Instructional supplies (books, etc.)? / conferences / enrolling in relevant coursework
 - Revise FLEX Day workshop proposal form (word file with editing privileges)
 - Do we need a new intake form to reflect requests which are not travel related?
 - 2017 – 2018 Sabbatical Handbook revision – Add Berenise Herrera as point person to turn in sabbatical proposals to the President
- Spring 2016 Communication – Committee Membership / FLEX day/ Sabbaticals/ Electronic Sign-in / 2016 – 2017 Fund requests/ Sabbatical Proposals / Interest in presenting in fall 2016 (are we still offering \$200 stipend?)
- Funding requests: Laura Forlin, Kay Fischer, Jennifer Shanoski
- Other Items
 - Can we bring Darrick Smith back for an event (geared towards students?)
 - Potential speaker for student professional development – Rosalinda Randall
a local expert in Business Etiquette and Workplace Civility, speak to your students. Her lectures help students get ready for the business world from nailing an interview
<http://rosalindarandall.com/about-etiquette-expert-rosalinda-randall/>

- Tentative PD committee meeting dates for Spring 2016 - 2nd and 4th Mondays 10 – 11:30 am Room L132

February 8
February 22
March 14
March 28
April 11
April 25
May 9
May 23

Next Meeting Date: **Monday, February 22, 2016 10:00 am – 11:30 am**